

**NOAA CIO Council Meeting
Minutes of Meeting
CIO Management Team Issues
May 23, 2002 - 2:00 PM**

Attendees:

Carl Staton, Chair	John Villemarette
William Turnbull	Gary Falk
Gregory Bass	Robert Kidwell
Nancy Huang	Ira Grossman
Hugh Johnson	Sharon Leigh
Rob Mairs	Natalie D.B. Smith
Robert Swisher (for Sarah Maloney)	
Larry Tyminski	
Barry West	

Action Items:

1. June 6, 2002: CIOs will send comments to Bill Turnbull on the CIO Council Charter and the NOAA Information Technology Review Board (NITRB) Charter.
2. June 5, 2002: Bob Kidwell will have remaining NOAA-Wide Information Technology (IT) Strategic Issues and Goals writes-up ready to be sent to the CIOs for review and comment.
3. June 14, 2002: CIOs will send comments on the draft NOAA Strategic IT Plan to Bob Kidwell.
4. July 10, 2002: Gary Falk will develop a funding proposal for the Regional Network Operation Center (NOC), Internet and Internet 2. That will be distributed to the members of the NOAA CIO council for review and comment.
5. : Gary Falk will prepare a draft Network Advisory Technical Team (NATT) Charter for review

Handouts:

- ! Draft NOAA Chief Information Officer's (CIO) Council Charter
- ! Draft NOAA Information Technology Review Board (NITRB) Charter

- ! Draft NOAA Strategic Information Technology Plan FY 2002 - FY 2006- June 2002
- ! HPCC FY 2002 Funded Proposals List
- ! Status of Strategic IT Plan - Comments
- ! Draft Strategic IT Plan
- ! Network Advisory Technical Team (NATT) Charter outline

Discussion:

1. Introductory Remarks by Carl Staton

Carl addressed the scheduling of the CIO meetings. The time will be scheduled to ensure the highest number of attendees.

At the CIO's only portion of the meeting, Carl will address the functioning of the CIO Council meeting.

Barry West, the new NWS CIO, was introduced.

It was noted that Gary Falk had a meeting conflict but will be here around 2:15 PM.

2. CIO Council and ITRB Charters - Bill Turnbull

Bill passed out the draft charters for the NOAA CIO Council and the NOAA IT Review Board (NITRB) and discussed the contents. He noted that NITRB is established by Scott Gudes and asked that each CIO review the drafts and provide comments to him within two weeks. All comments will be incorporated into a Final draft that will voted upon.

Carl stated his views on the CIO Council's function. He wants to have things done by consensus of the CIOs. When Tom ran the meetings, the CIOs were consultants with the NOAA CIO making the decisions. Carl will determine the timeframe for discussion and make the decision if a consensus is not achieved. The CIO Council is where NOAA-wide IT policy should be established.

Nancy asked about documentation. Do we have meeting minutes? Bob answered yes there are minutes and they are posted on the CIO website.

Sharon asked about the Delegation of Procurement Authority (DPA) and the Budget and Acquisition process. On the Departmental Board, the Procurement Executive is represented. Bill answered that the Chief Financial Officer is a member of the NITRB but normally asks to be represented by the Acquisition Office. Procurement issues are addressed through the CFO representative.

3. Strategic Plan - Bob Kidwell

The Strategic IT Plan is work in progress. Our goal was to have a complete draft ready for this meeting for the L.O.s to review. Bob stated that not all of the information had been received. However, he passed out a draft NOAA Strategic IT Plan for FY 2002 - FY 2006 and an e-mail from Rick Roberts which identified the missing pieces in the draft and problem areas. Bob noted that the Strategic IT Plan has two major sections: 1) IT Systems that required IT management oversight as required under the Clinger-Cohen Act and 2) NOAA-Wide IT Strategic Issues. Some of the issues are required by the Department of Commerce and the others were selected by this group. Thus, they are issues which are of concern to the CIO Council and will need to be monitored. Each issue has milestones associated with it. The write-up for the issues will be completed within two weeks.

Larry wanted to know the real deadline date for sending information in order to have the Plan ready to send to the Department. Bob responded May 12. Guidance has been distributed and it described specifically the information needed. We told the Department that NOAA would have its plan to them in June.

Nancy asked what issues were chosen by DOC and by NOAA. Bob reported :

- DOC Issues: IT Architecture, IT Security, Government Paperwork Elimination Act, Compliance Strategies for Section 508, Electronic Government, Critical Infrastructure Protection (CIP) programs, IT Planning and Investment Review, Privacy, Software Management, and Public Reporting Burden.
- NOAA Issues: Active Directory, Administrative Systems, High Performance Computing, Remote Access, and IT Acquisition Streamlining.

There was discussion on the timeframe for having the issues to be reviewed by the CIOs. The consensus dates were: May 31 for Bob to have all the issues narratives completed; June 5 to send the issues to the CIOs for comment, and June 14 for the CIOs to send comments to Bob.

4. HPCC Proposals and FY 2003 Process - Bill Turnbull

The mid-term review was held in Charleston. Bill passed out a spreadsheet that showed the HPCC FY 2002 Funded Proposals. Bill stated that the people met their deadlines and he described the HPCC proposal process and the goals. The proposal reviews are held every year in the spring. The objective is to fund projects that are research oriented not operational systems. Posted on the HPCC website are the theme areas and scoring criteria. Final reports are required from the recipients of HPCC funding. All funded proposals are on the website.

Also, as part of promoting technology transfer, HPCC sponsors the NOAA Tech 200X every odd year in fall.

Rob Mairs brought up ESDIM and having ESDIM results reported to HPCC. He suggested that ESDIM winners could present results at the NOAA Tech. Rob will have Howard Diamond,

ESDIM, project manager, contact Bill.

Further discussion continued on:

- The spreadsheet that was passed out. What did the number represent? Was it a ranking? Bill responded that the number was for tracking (how many proposal have been received from that region) and not for ranking.
- Follow-through. Do we follow through? Bill response that in the request for proposals, we ask for a deliverable report that can be published.
- Real-world application. What are the conversions into real world usage? Bill responded that we have not tracked that. However, a number of the funded proposals are now operational activities such as the Network, Hurricane winds, and video at the sea.

5. E-Learning - Bob Kidwell

NWS has signed-up to use e-learning to manage its in-house instructor-led training. As the system grows additional training modules should be added for topics such as administrative system, bank-card, and security.

Nancy asked who will take the lead, HR or the CIO. Bob replied HR working with the CIO.

Another question - "When will it be ready to go on-line?" Bob answered in the next few weeks.

6. NATT Charter - Gary Falk

The Network Advisory Technical Team (NATT) has been around for about 1 year. Gary passed out the NATT Charter outline. He wanted to know who should charter the group. Carl answered that the CIO Council should charter the group.

Rob Swisher asked if the NATT and the Network Architecture Working Group have the same people on them. Gary answered yes..

Rob Mairs also replied that these are good groups. We can give them more structured issues to work on.

Carl responded that we want to maintain collaboration and find a mid-ground for success. Probably, the CIO can provide seed funding for success. We will charter the group and the working group.

Gary will prepare a draft charter for the NATT members to review first and then send it to the CIO Council.

7. Regional NOC, Internet, Internet-2 Funding - Gary Falk

Funding is a major issue for the continual operations of the Regional NOCs and Internet-2.

The first discussion was on the operations of the regional NOCs. Gary stated that the Seattle NOC is like a volunteer fire department. There is no money and no staff to run the center. He asked if there is enterprise funding to pick up sharing the resources for the remote locations. There needs to be a one-pager prepared describing the situation and the cost. Larry asked who owns the Seattle NOC. Gary replied that PMEL has taken the lead with the NOC and space is in WASC. Larry response was that if there is no Line Office responsibility then the NOCs would fall within the NOAA CIO corporate charge back. Gary replied that NMFS and NESDIS also are in Seattle. The Boulder NOC is critical to OAR. Carl suggested that a someone put together a one pager, unless HPCC is going to support it. Bill replied that HPCC picked up membership fees. The CFOs will be briefed in August concerning the FY 03 and FY 04 fundings. The CFOs do need to understand the need and be provided a business case.

The discussion then changed to funding for connectivity for Internet-2. Gary informed us on NOAA's network usage: 55% for commodity Internet and 45% for Internet 2. Carl emphasized that there is internet connectivity and at what cost. As the demand increases ,we upgrade. Whatever the cost we pay it. Currently we pay \$600K per month. Rob Mairs stated that this is a corporate cost versus an assessment. Following was a major discussion on the how the different L.O. CFOs would view the possible cost allocations of corporate assessment, appropriation or direct billing to fund increased demands for bandwith. Nancy noted that is has been difficult to get funding for infrastructure. Rob Mairs stated that NESDIS adds 10% for Data Management. Carl suggested the alternative of when the NITRB reviews IT initiatives there should be an evaluation factor of IT infrastructure and have that system demonstrate the end-to-end processing for all external factors.

Gary will have a proposal ready by July 10.

Executive Session:

CIO council minutes will be distributed in rough draft form within 1 week of each meeting with special attention to the action items due for the following meeting.

There will be reserved a minimum of 15 minutes at the end of each CIO Council meeting for an executive session.

Ira Grossman will reinvigorate the Administrative Systems Architecture working group with its first order of business to be to develop an inventory of administrative systems including: inventory, property, financial, cuff systems, personnel, learning management, correspondence and assignment tracking, directives, safety, etc. by September.

Future NITRB meetings should consider end-to-end data costs of systems. Where end-to-end is understood to encompass the data from collection, to quality control, to use, to archive, to retrieval, taking into account the requirements of Section 515, Data Quality guidelines.

The August meeting should consider FY 2005 initiatives.